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| <b>Post Title:</b>          | Office Manager & PA to the Associate Principal                   |
| <b>Salary:</b>              | Grade 9 SP 23-27 plus 3 weeks - (£34,434-£38,220 pro rated time) |
| <b>Hours:</b>               | 7:30-3:30 (flexible will be needed for later shift)              |
| <b>Post Responsible to:</b> | Associate Principal  |
| <b>Closing Date:</b>        | Tuesday 25/11/2025   |
| <b>Interview Date:</b>      | Monday 01/12/2025  |
| <b>Start Date:</b>          | ASAP   |

## JOB PURPOSE

To lead the administration function of the WMG Academy to ensure effective and efficient use of team members to facilitate the operational needs of staff, students, parents, stakeholders and visitors. To distribute work within a small administrative team, in line with needs, and line manage the Admin Team.

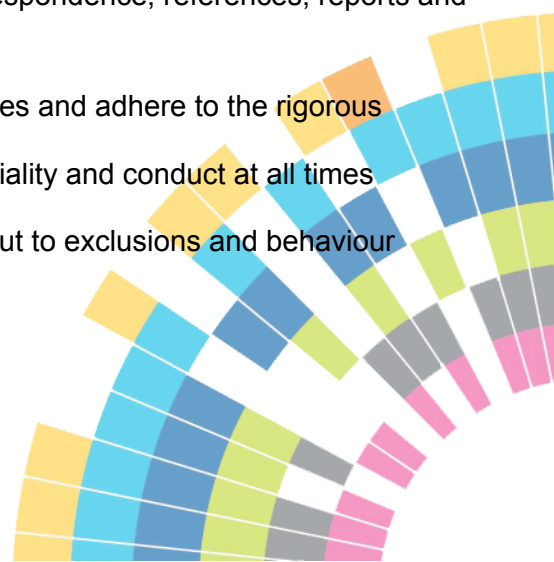
## Duties and Responsibilities:

### Admin Office

The exact duties and responsibilities will be varied at any given time and will include:-

- Proficient use and maintenance of IT systems for a variety of tasks including Bromcom, Every HR and other platforms
- Responsible for managing the WMG Academy administration services including reception and reprographics
- Promote a business-like office environment and good relationships with staff, students, business partners, the Trust, parents and other key stakeholders
- To lead by example, line manage, organise, prioritise office work flow and outcomes and performance manage a small team at the academy office
- Provide a service where systems and processes are challenged, efficiencies are implemented and first class guidance and advice is given to stakeholders with queries
- Produce a variety of material, some of a confidential nature, correspondence, references, reports and tables, letters etc ad hoc and within ongoing processes set
- Ensure deadlines are met
- To understand the need for discretion and confidentiality at all times and adhere to the rigorous Safeguarding protocols of the Academy Trust
- Able to handle sensitive data and maintain professional confidentiality and conduct at all times
- Assist in the preparation of the annual calendar
- Assist with pastoral and regulatory compliance work including input to exclusions and behaviour reports

Please refer to the full job description for more information.



The key academic sponsor of the Academy is the University of Warwick.

The Solihull Academy is located adjacent to Chelmsley Wood Shopping Centre in North Solihull and boasts over £2 million of specialist equipment and ICT.

Further information about WMG Academy Solihull can be found on our website [www.wmgacademy.org.uk](http://www.wmgacademy.org.uk)

We are committed to safeguarding and promoting the welfare of children. This post is subject to enhanced DBS clearance.

To apply for this position, please either apply via TES or apply directly by completing the application form with a supporting statement (section 7 of the application form) and our Equality & Diversity Form.

Please note that we cannot accept CV applications. Therefore, if you do apply via Indeed you will need to also complete and send in an application form.

Completed application forms should be returned to: [coventryrecruitment@wmgacademy.org.uk](mailto:coventryrecruitment@wmgacademy.org.uk) or [j.jenkins@wmgacademy.org.uk](mailto:j.jenkins@wmgacademy.org.uk) For an informal conversation please contact the WMG Academy on 02476 464 661 and ask for J Jenkins.